

# Resignation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Manager's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Manager's Name],

I am writing to formally resign from my position at [Company's Name], effective [Last Working Day].

After careful consideration of the recent changes in the business strategy, I have decided to pursue an opportunity that aligns more closely with my career goals and values.

I am grateful for the opportunities I have had during my time at [Company's Name] and appreciate the support and guidance from you and my team.

I will ensure a smooth transition and complete all pending tasks before my departure.

Thank you once again for the opportunity to be a part of [Company's Name]. I hope to stay in touch and wish the company continued success.

Sincerely,

[Your Name]